



National Finance Center Customer Notification

Date of Notification: June 26, 2009

Subject: Release Notes and Procedure Manual - EmpowHR

System(s) Affected: EmpowHR

Database/Customer(s) Affected: EmpowHR Users

Dear Customer:

NFC has made important changes over the past six months with the implementation of a Schedule Release Cycle process for the NFC's Payroll/Personnel and *EmpowHR* system changes. As part of our efforts to communicate information on the releases and the system changes to be implemented, we will begin issuing a new type of document called Release Notes. Detailed information on changes will continue to be communicated through NFC issued bulletins and procedure manuals. However, Release Notes will provide an overall summary of all the changes being implemented for the release.

The first set of Release Notes being issued is for the Pay Period 13/14, 2009 Release of *EmpowHR*. These Release Notes can be accessed various ways on the Publications page of the NFC web site.

Additionally, in conjunction with the Release Notes for the Pay Period 13/14, 2009 Release of *EmpowHR*, the Procedure Manual for *EmpowHR* has been updated with the detailed information for this release. This procedure manual can be accessed at http://i2i.nfc.usda.gov/Publications/EMPOWHR/EMPOWHR_home.html.

Please take specific note of a change in the Pay Period 13 release effective Monday, June 29, 2009, related to the *EmpowHR* Worklist and suspense transactions. The *EmpowHR* Worklist will now store and display all suspense Payroll/Personnel transactions and their associated error messages that have originated outside of *EmpowHR* including actions from Employee Personal Page (EPP), Entry, Processing, Inquiry, and Correction system (EPIC), Bi-Weekly Examination Analysis and Reporting (BEAR), and some Front-End System Interface (FESI) submissions. These suspense errors will now be worked in *EmpowHR* only and will be coded in EPIC with a "4" for deletion.

"Tip of the Week"

Please allow a 24 hour processing period when entering changes in EPP/Self Service before re-submitting a second request, which will result in a duplicate document request and changes not being reflected in a timely manner.

If you experience any issues related to the new release of *EmpowHR* or have any questions, please contact the *EmpowHR* Help Desk at 1-888-367-6955 or via email to nfcempowhr@usda.gov.

An NFC bulletin outlining this information has been issued and is posted on the NFC home page at <http://i2i.nfc.usda.gov/Publications/EMPOWHR/EMPOWHR-09-2.html>.

dbs/M5/073

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